

JAN 05 2022

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MINUTES

The Town of Manteo Board of Commissioners held their Regular January 5, 2022 meeting at 6:30 p.m. at 407 Budleigh Street, Manteo, NC.

The following members were present:

Mayor Bobby Owens
Mayor Pro-Tem Betty Selby
Commissioner Jason Borland
Commissioner Eddie Mann
Commissioner Darrell Collins
Commissioner Sherry Wickstrom
Commissioner Ruth Stetson

The following members were absent:

Also present at the meeting were:

Interim Town Manager Melissa Dickerson
Town Clerk Jamie Whitley
Town Attorney Ben Gallop

Mayor Owens called the meeting to order at 6:25 pm and Interim Town Manager Melissa Dickerson conducted a roll call. Mayor Owens called for a moment of silent meditation and the Pledge of Allegiance.

SUBJECT: Adoption of Agenda as presented or amended

MOTION: A motion was made by Commissioner Wickstrom to adopt the agenda and was amended by Commissioner Collins to move Item 6C. Public Hearing of Zoning Text Amendment Application for B-2 General Business District to the February 2nd meeting as requested by the applicant and seconded by Commissioner Borland and was approved by the following vote: Ayes: Mayor Pro-Tem Selby, Commissioners Mann, Collins, Stetson, Borland, and Wickstrom. Nays: None. Absent: None. **Motion carried unanimously.**

SUBJECT: Adoption of the items on the Consent Agenda as presented or amended

MOTION: A motion was made by Mayor Pro-Tem Selby and seconded by Commissioner Mann to approve the Consent Agenda with the following items: Regular December 1, 2021 minutes, Recessed December 15, 2021 minutes, Budget Amendment #4, Low Income Household Water Assistance Program (LIHWAP) Water and Wastewater Vendor Agreement, Resolution 2022-01: A Resolution Designating Town Officials to Sign Checks and Disburse Funds, and PNC Bank: Master Resolution and Authorization for Depository Accounts and Treasury Management Services and was approved by the following vote: Ayes: Mayor Pro-Tem Selby, Commissioners Mann, Collins, Stetson, Borland, and Wickstrom. Nays: None. Absent: None. **Motion carried unanimously.**

PUBLIC COMMENTS

Members of the public are invited to address the Board of Commissioners on any topic. Public Comment is not intended to require the Board to answer any impromptu questions or to take any action on items brought up during the public comment period. Speakers will address all the comments to the Board as a whole and not one individual Commissioner. Discussions between speakers and members of the audience will not be allowed. Time limits are 3 minutes per person or 5 minutes per group. Please identify yourself and your location so that your statements can be recorded.

Ms. Dickerson instructed the public that if they wanted to offer comments on the zoning text amendment for the B-2 General Business District that would allow for private dormitories that was moved to the February meeting, this would be the time to share those comments. If anyone has comments for the other zoning text amendment for B-1 Village Business District regarding first floor multi-family, comments should be made during that public hearing later on the agenda.

Bruce Polansky, 1114 Shallowbag Bay - He wanted to speak about the zoning text amendment for the B-2 General Business District. He stated that in his opinion it doesn't fit what the intended use of that property is. He stated that they are trying to get it approved as dormitories but there is no support from COA (College of the Albemarle) or CSI (Coastal Studies Institute). He stated that it really is a temporary employee type of housing and he doesn't think that it was presented as what the property is actually going to be. He stated that if it is built as planned, they there will be about 204 dormitories with four beds per room and 53 parking spaces. He stated that next door at the Shallowbag Bay Club they have 185 spaces for 84 units and they have parking issues. He couldn't imagine what would happen with 204 units with four people each would do to parking, wastewater, and traffic. He stated that the property should be presented as what its going to be not what they are trying to make us think it is.

Tim Teeple, 410 Devon Street - He thanked the Commissioners for New Years. He thanked them for allowing it to be a Town of Manteo event. He thanked the Commissioners for allowing him to be a volunteer and allowing him to be on the Special Events Committee to create such a wonderful event. He saw many commissioners there and he appreciated everyone that came down. It takes the whole town to do this from EMS (Emergency Medical Services), Police, Program Manager Michele Bunce, volunteers and many more working as a team. He said that the group had a quote "One Dream, One Team" and he added "One Dream, One Team, One Community, One Island so let's make this dream come true."

Beth Storie, 301 Sir Walter Raleigh - She wanted to address Bowsertown and the development. The thing that she has been appreciative of is the sense that we are a village and a community that knows each other well. We pull together and we are with each other in hard times and good times. She stated that is not possible in a large city of a big town. There have been many groups and people that have met expressing the desire for Manteo to remain a village and a walkable town. A place where we are not battling traffic every day, where we have sufficient schools, and where we know each other well. She is very concerned about the amount of development that is being talked about for Manteo. She stated that once we have lost Manteo, we have lost Manteo, and we have seen that in other places in Dare County. She stated that we have worked for

decades to keep the sense of Manteo and to keep the historic importance of Manteo. She has owned an inn for the last 22 years and owns a digital business and she hears from people all the time about the charms of Manteo. She stated that increased development doesn't guarantee that the sense of being able to walk safely downtown will change but it does guarantee that we would have more traffic and a bigger strain on our water system. She stated that when she was on the Planning Board 15 years ago, they were worried about the water system and its capacity. There will be an increase in the need for EMS, Police and school capabilities. She stated that her understanding is that once Covid is over we are pretty much at capacity in our schools. This would mean far more traffic and it would mean losing our village feel. She stated that Dare County has a problem with affordable housing and housing for seasonal workers. She stated that doesn't have to be Manteo's problem alone. At this stage, she has not heard of any other plans for anything else to happen and the County owns other land and it doesn't have to be in the middle of Manteo. She is speaking on behalf of her husband Michael McOwen, daughter Hannah and her husband Phil Forslund. They feel very strongly about this. She is not saying that we shouldn't be a part of the solution but we should not be the solution. She reiterated that once we lose Manteo, we have lost Manteo. She doesn't know any other place in the world like this and she doesn't want to lose it.

NEW BUSINESS

SUBJECT: Public Hearing on Zoning Text Amendment Application for B-1 Village Business District

Mayor Owens informed the public that his son is involved with this development and he does not feel that he should be involved. He is recusing himself and he has not talked to anyone about this project. He is stepping down and Mayor Pro-Tem Betty Selby will conduct the public hearing.

MOTION: A motion was made by Commissioner Mann and seconded by Commissioner Collins to open the public hearing and was approved by the following vote: Ayes: Commissioners Mann, Collins, Stetson, Borland, and Wickstrom. Nays: None. Absent: None. **Motion carried unanimously.**

Tim Teeple, 410 Devon Street - He stated that the district is called the "Village Business District" and it says "Business" and "Village" but first is business. The Downtown Association is moving us up for the Main Street Program by an extra year which will make our business thrive even more. He heard that we have business downtown that are abandoned or places that are vacant but he has not seen that. He requested that the board keep up with this ordinance because businesses are what make our downtown what it is. He doesn't have a problem with long-term rentals being there but there needs to be a business. He stated that this was originated when there was a redesign by a college in 1983. He stated that the story was come and sit on our front porch and tell us a story of the dreams that we keep. He stated that this is important to let us keep the dreams that we keep especially since we have the Main Street Program coming. He thinks that this is going to boost our businesses and help our downtown. We don't want to be a downtown to fall apart again and we shouldn't let it fall apart again. He stated that he doesn't think that we need the booming of economics but he thinks that we need to keep our downtown. He stated that he is wondering if these long-term rentals will be turned into Airbnbs at some point which would

not be a part of our community and would actually tear our community apart. He stated that a community is somebody that lives and helps build here. He stated that it is someone who sits on boards and is a part of the community and willing to help. He lived downtown and everybody knew he was available to help. He stated that is what a community is and he would hate to lose that for downtown because that is the reason that he fell in love with Manteo.

Jamie Anderson, Downtown Books, 103 Sir Walter Raleigh Street - She stated she wanted to offer some input on the proposed zoning text amendment for the Village Business District that would allow multi-family use with that the main impact being allowing residential use of the first floor of buildings within this district for the first time in almost 40 years. The intent of the current zoning has been to provide and permit a concentrated combination use development with residential above commercial to encourage continued elusive land for commercial purposes and to ensure continued local use and historic tourism while maintaining village character. She stated that she has two issues with changing this intention. First, to ensure continued use of commercial purposes, local use, and historic tourism, there needs to be more commercial space downtown not less. She encouraged the Board to ask any business owner what Manteo needs right now and stated that they will most likely hear that Manteo needs more restaurants, more space for professionals, and local services and even more retail. She stated that they have seen visitors come in droves the last two years and they barely have the means to keep up with what they have now. They would welcome the addition of a few commercial spaces that this building would provide if built to current zoning. Her second and biggest issue is that this creates a slippery slope. She gave the scenario of what if the Board approves the text amendment because of this building that has the intention to provide long-term rental housing and a property owner at the Phoenix Shops decides they are tired of trying to keep retail tenants and wants to turn their downstairs space into an apartment that would be allowed under this text amendment. There would be downstairs tenants in the middle of retail and we've lost commercial space. She gave another scenario of what if a waterfront shops property owner does the math and realizes that by turning their first-floor space into an Airbnb, they can make upwards of \$6,000 in July alone. She asked what if the owners of this proposed building also realize that and after one year of long-term rentals, they follow the cash flow to the Airbnb bank. She stated that they knew the zoning when they bought this property so what entitles them to ask for a change that affects the entire downtown. Most of downtown Manteo retail is tenant occupied and they don't own their own spaces. She asked what is to stop her landlord from doing the same math and realizing they can make five times what she pays them in just one month of the year. She asked what would stop the retail dominoes from falling all over town. She stated that we have seen what the Airbnb and short-term stay phenomenon has done on the Outer Banks. It's the primary reason that we are facing such a dire employee crisis because there is no housing for them. She asked what if this phenomenon not only happens in Manteo, which it already is, but it happens and takes away the reason people flock here to browse our boutiques, grab a cup of coffee to take to a waterfront bench to enjoy, find a new unique piece of art, or even a book about the Outer Banks. She stated that people don't want to come here just to stay here they want things to do, things to see, places to eat, and people to meet. She stated that the Board cannot ignore the very real possibility that this text amendment would open a door that cannot be shut.

MOTION: A motion was made by Commissioner Wickstrom and seconded by Commissioner Mann to close the public hearing and was approved by the following vote: Ayes:

Commissioners Mann, Collins, Stetson, Borland, and Wickstrom. Nays: None. Absent: None.
Motion carried.

Mayor Pro-Tem Selby stated that she did not know that this was going to be an Airbnb because she had not heard that. She asked for the developer to address this matter.

Brian Seawell, House Engineering, represents the developer. He stated that is not the intent to have an Airbnb and it has never been the intention at all. He stated that his clients own a motel on the causeway and they don't want the day in and day out daily maintenance of people switching in and out. There are some concessions that could be made and they have discussed in depth the concerns that are being talked about tonight. He stated that they don't disagree that they don't want to change Manteo because Manteo is beautiful. They don't want that to happen and they want to keep the nature of why people come here and why they enjoy coming back year after year. He stated that to address the concern about Airbnbs, they can make one tweak to the text amendment and say they are not allowed. He stated that they do not want that and it is not the intent of his clients so they can make a change to the submittal that says long-term rentals only, short-term rentals not allowed such as Airbnbs. He stated by adding that to the text amendment that would cut that out because he believes this is a conditional use and the Board can put whatever conditions they want on this and once that happens that will negate the Airbnbs.

Mayor Pro-Tem Selby asked Attorney Gallop if he had any comments.

Attorney Gallop stated that he would need to look at this further because there are definitely some issues with regulation of Airbnbs and the ability to regulate them. He has not looked at that lately and did not know that this was coming up tonight as a big issue in terms of potential changing the text amendment to address Airbnbs. It has been about a year since he looked into Airbnbs and the law may have changed since then.

Commissioner Borland stated that his biggest concern is the precedent set for other developers. He stated that we have been consistent in telling people like SAGA that you know what you bought it for and you got to play by the rules and this is what it is zoned for. He stated how hypocritical would he feel to come and say but for this one, it is fine. He stated that is the biggest issue for him.

Mr. Sewell stated that this parcel already has residential on the first floor. He suggested that the Board can say its only allowable for properties that have existing residential.

Commissioner Wickstrom stated that she is concerned about any change to the text amendment. She does think that it could have a detrimental effect as others have spoken about that and she does think that it could have a snowball effect into the future. There was a plan done in the 1980s and since then there have been two additional plans and we are currently working on a comp plan. There were surveys done in the community, many meetings, and experts were brought in to talk about how we could make a prosperous and thriving town, especially downtown. It was suggested that there be 50,000 square feet of retail and that was in the 1980s. She stated that the notion was that it would be a place that people could gather. A place for the community and

residents but additionally it would be a place for historic tourism and since the 1980s our ordinances have supported that notion. According to the most recent survey done in 2021, the second greatest concern of our residents was maintaining a vibrant downtown. She worries that making any changes to the ability to have that kind of retail on the first floor could really impact the town and change from a prospering business community to one that really is more housing. She stated that we are going to be a Main Street America Town and that is a town that cherishes and saves its historic character and also creates economic vitality. She found it interesting that 2020 census reported that one-third of the population that resides here find their employment in hospitality and retail industries. She thinks of this as a way of keeping townspeople employed and they may not work here but she does think that should be factored into any decision to change any retail in our downtown Village Business District. She is not interested in making a change.

Commissioner Collins stated that this text amendment is inconsistent to the land use plan. It has been that way for 40 years and we should try to maintain or village charter and our historic atmosphere. It has been the foundation for every ordinance that has been made since 1983. He cannot support this.

Commissioner Stetson agreed with Commissioner Collin about the land use plan. She is worried about what was brought up earlier about what kind of Pandora's Box this will open. She thinks the idea of apartments downtown is nice but she is worried about the implications that could come from granting this conditional use permit.

The land use plan and the comprehensive plans have been updated over the years but Mayor Pro-Tem did not agree with basing things on 42 years ago.

MOTION: A motion was made by Commissioner Borland and seconded by Commissioner Wickstrom to deny the zoning text amendment for multi-family residential use on the first floor of a building located in the B-1 Village Business District. The zoning text amendment is inconsistent with the Town's 2007 Land Use Plan, as the requirements included in the Town's Zoning Ordinance and 2007 Land Use Plan for the first floor of buildings to be dedicated to retail and commercial use are a factor in the development of the Downtown area and was approved by the following vote: Ayes: Commissioners Mann, Collins, Stetson, Borland, and Wickstrom. Nays: None. Absent: None. **Motion carried unanimously.**

Mayor Pro-Tem Selby asked if the Planning Board addressed this. Ms. Dickerson stated that the Planning Board recommended approval of the zoning text amendment.

SUBJECT: Quasi-Judicial Hearing for Special Use Permit Application for Old Town Properties, LLC.

Item was removed by request of the applicant.

SUBJECT: Consideration of Wastewater Capacity for Dare County Essential Housing Project

Ms. Dickerson informed the Board that since the instruction given at the Board's last meeting, County Attorney/Manager Bobby Outten, Attorney Gallop and Ms. Dickerson have met and had a discussion. The Board asked that this be on the agenda tonight from the previous meeting.

Mr. Outten came before the Board last time to talk about a project and some of the Board wanted more information. He has had some discussion with town staff trying to figure out what the implications are or what kind of information that the Board needed. He stated that the need for housing is unquestioned. He disagreed with Beth Storie and said that this is a Manteo problem because the Chief of Police came to him after the last meeting and said he has a problem getting police officers here because he has nowhere for them to live. He stated that this is our problem not a Dare County problem but it's a whole community problem and they have got to start somewhere to address this. He stated that this project is not in the Town of Manteo because it's on Dare County's property, they are not asking for a zoning or text amendment. He stated that the presumption is that if they put their workforce living in our town that somehow, they've changed the character of the town. He stated that these people are already apart of the community now and as we hire people they are going to live in our communities and this is a place for them to live. He stated that Dare County lost two employees today that were going to come to work for Dare County but they couldn't find housing. He stated that something has to happen and they don't want to do anything that's going to impact the town negatively. They don't want to change the character of Manteo. He stated that they want to work with Manteo and do the right thing. He stated that when Manteo needed parking the County gave the land to do that. They want to be a good neighbor and a good partner and he thinks that they have shown that with the Admin Building which is a nice facility that they keep nice. He stated that anything else that they do they are going to do it the same way.

Mr. Outten stated that they are not looking for Manteo to be the solution to the housing problem. It is their expectation that with the grant money that they received that they will be doing projects in other parts of the County on the beach, hopefully on Hatteras Island. He stated that they are not trying to push everything into Manteo but this happens to be a site that the County owns that they can develop and make work under their ordinances. They are saving money because they already own the land. They can put those savings to use in other places in the County that need housing as they can find parcels to do that on. He stated that the reason that Manteo is involved is because they need sewer capacity to be able to make this project work. He stated that to have any impact they need the ability to connect to the sewer system and its right across the street so it made sense to do that. He stated that the last meeting was not the first conversation that they had with the Town. They have had conversations for months at the staff level but it was the first conversation with all of the Board. Those conversations about whether Manteo wanted to play a role and if Manteo wanted to partner in this project led the County to the conversation about the wastewater as a way for Manteo to be a part of the solution without Manteo having to come up with money. He admitted that that never came to the Board and that the Board never made a decision on that so he is not suggesting that they were misled but this is not something that they made up one night. It was the result of some conversations that they have had over a considerable amount of time. The County wants to be able to put out solicitations to people that build workforce housing but they can't until they know what they are going to do with the wastewater. He stated that they need to know whether or not they are going to be able to hook onto the wastewater system or not and if there is going to be conditions then they can talk

about those. They are at a standstill until they can come to some understanding or the Town can make a decision and let the County know.

Mr. Outten stated at the last meeting there were some requests for information. He wanted to address some issues that he has heard. First is location. The property is outside of town and is in the County and they can make it fit with some tweaks to the County ordinances. Second is that the property is owned by the County and that saves money that can be used for housing. He stated that there was a mention of town services because it is not in the town, other than sewer, there are no town services because the Water and EMS are provided by the County and the County pays for the schools. The County bought the property adjacent to the schools so that they could accommodate schools. Mr. Outten stated that this property has good neighbors like Mr. Fearing who has expressed his support to him and to the Board for this project. The other neighbors for this property are Dare County, the sound and the Town of Manteo's Sewer Plant so this is a good location in terms of impacts on neighbors.

Mr. Outten stated that someone mentioned that they did not like the site plan. He stated that they do not have a site plan and that the handout from the last meeting was simply a layout to show what it could look like. The developer that comes in will do a site plan that will have elevations and it may not look like that because that was done to show that they could make it fit on that property. There is no site plan and he apologized for showing that to the Board if it was misleading. He stated that they are glad to share with the Board and want the Board's input but this is not in the Town and it will not be going to the town's planning board because it is not zoned by the town.

Mr. Outten stated that someone was worried about control and the long-term nature of this. He stated that Dare County has control because they own the land and there are multiple ways that this could be handled. He stated that there are certain safeguards in place that keep it affordable, clean and up to standards that we all expect. This project is going to house a broad array of the socio-economic people in Dare County.

Mr. Outten stated that the last thing was the request for a waiver of the tap fee. He stated that request came out of the conversation that he had with the town manager. The question was how does the Town of Manteo want to proceed with this project. One of the ideas was that since the town can't put up money then they could do something in regard to the tap fee that would allow them to partner with the County to solve a problem. This wouldn't cost the town anything and it was a way to make it work for everyone. He stated that maybe we can negotiate because it is important that the sewer plant continue to operate not only for the town but also for the middle school and the County Admin Complex because they are connected to the sewer system. He stated that we can talk about this and the Board does not have to decide the cost tonight.

Mr. Outten stated that annexation is potentially on the table. They have done this before with the middle school and the admin complex. He thinks that the County signed voluntary annexation agreements in each of those projects and he doesn't think that the town has annexed with of those projects. If the property is annexed then the town is providing the service if it is not annex then the County will provide the service. He stated that the County doesn't care if the property is annexed into the town, they only ask that it is annexed after construction because of the zoning

ordinances. He stated that they want to work through these issues with the town. They want this to be a win-win like they did with the park, the Shallowbag Bay Dredging Project, the Admin Building, the schools, and like everything else that the county has done with the Town of Manteo. They want this to be done right and they want it to be done where everybody can be happy about it. He stated they are not trying to shove this down anybody's throat but we have an opportunity here and if we don't do something then we miss it. He is asking the Board to allow the County to tap on and get an approval to connect conditioned upon negotiating a rate satisfactory to the town. This will allow them to move forward with the developer and get solicitation out so that they can get the process moving.

Mayor Pro-Tem wanted to make sure that the County would have control and that the covenants would stay in place and that they couldn't be changed later.

Mr. Outten explained that there are different ownership models and they don't know which one the developer is going to select but they will not deed the property to the developer if they did not keep control by virtue of those covenants. They would have covenants in place that limit the use and would mandate the percentages that he talked about for the income levels. They would mandate the care, control, maintenance and all kinds of those things as well as require annual reporting per state statute. He stated that they want to do that because it is the only way to ensure that this gets done. They want to make sure that it is attractive for the workforce.

Mayor Pro-Tem Selby stated that she wanted to make sure the developer doesn't do the minimum amount and then open it up because she thinks that is what happened at Cypress Cove.

Mr. Outten stated that state law mandates that they keep those percentages and if they do not then they are in violation of state law.

Commissioner Stetson confirmed from Mr. Outten that this project is partially funded from the American Rescue Plan Act of 2021 and the \$8 million. She asked if the County will need to rezone the Bowsertown property.

Mr. Outten stated that they will need to tweak their zoning to make it fit.

Commissioner Stetson asked if the property was currently zoned for 58 units and its going to be 120 units.

Mr. Outten stated that he doesn't know what it is zoned right now but they are going to have to add some height.

Mayor Pro-Tem Selby asked if this opens it up to other developers.

Attorney Gallop stated that the ordinance already exempts schools and churches. He stated that tonight is telling the county if we are willing to do this and how are we willing to do this and give more direction to staff and him to put together a mechanism for changing the ordinance to allow this to happen. He gave the Board some options of what they can decide. He informed the

Board that the only way that the town will get tax revenue is if the property is annexed into the town and the County does not own the property.

Commissioner Stetson asked why this project and she knows that the \$35 million has a lot of strings attached but the Board of Education owns land and the Airport Authority owns a lot of land. She asked why not something with that because this is going to take a lot of our wastewater treatment facility and we have a lot of other development going on.

Mr. Outten stated that it is going to take 4.8% and he explained how the Dare Education Foundation can designate housing but the County has to be careful about designating housing.

Commissioner Wickstrom asked what are the impacts on traffic because of this development. There will be 120 units and that will have an impact on traffic and she is worried about that and about flooding that was mentioned in one of the County Board of Commissioners meetings.

Mr. Outten stated that they will develop above base flood.

Commissioner Mann pointed out that this is not in the Town of Manteo and there is nothing that we can do about it. There is room for negotiation.

MOTION: A motion was made by Commissioner Borland to exercise the Board's discretion to allow Dare County to connect to the municipal sewer system for the property that we are discussing upon compliance with Section 50-1.23 of the Town Code of Ordinance. **The motion died for lack of a second.**

SUBJECT: Appointment of Advisory Boards and Committees Members

Town Clerk Jamie Whitley provided the Board with information for each advisory board that has vacancies.

Planning and Zoning Board

- Former Chair Sherry Wickstrom was elected to the Board of Commissioners leaving a vacancy. Member Nicole Northrup was appointed Chair of the Planning and Zoning Board on December 1, 2021. Her term expires January 2022. She is willing to continue her service and would like to be re-appointed to the Planning and Zoning Board.
- Member Jamie Daniels term expires January 2022. He is willing to continue his service and would like to be re-appointed to the Planning and Zoning Board
- We have received three applications from Dave Stempel, Hannah Forslund, and Charles McKenney for the Planning and Zoning Board.
- There is currently one vacancy and two members asking for re-appointment.

MOTION: A motion was made by Commissioner Wickstrom and seconded by Commissioner Collins to appoint Nicole Northrup, Jamie Daniels, and Dave Stempel to the Planning and Zoning Board and was approved by the following vote: Ayes: Mayor Pro-Tem Selby, Commissioners Mann, Collins, Stetson, Borland, and Wickstrom. Nays: None. Absent: None. **Motion carried unanimously.**

The Board of Commissioners will also need to appoint a Chair for the Planning Board.

MOTION: A motion was made by Commissioner Borland and seconded by Commissioner Wickstrom to appoint Nicole Northrup as the Chair of the Planning and Zoning Board and was approved by the following vote: Ayes: Mayor Pro-Tem Selby, Commissioners Mann, Collins, Stetson, Borland, and Wickstrom. Nays: None. Absent: None. **Motion carried unanimously.**

Board of Adjustment

- Member Michael McOwen's term expires January 2022. He is willing to continue his service and would like to be re-appointed to the Board of Adjustment.
- Member Stuart Wescott's term expires January 2022. He is willing to continue his service and would like to be re-appointed to the Board of Adjustment.
- Member Clarence Lewis's term expires January 2022. He is willing to continue his service and would like to be re-appointed to the Board of Adjustment.
- We have received one application for the Board of Adjustment from Hannah Forslund.
- There are currently three members asking for re-appointment. The Board of Adjustment may only consist of 5 members and 2 alternate members.

MOTION: A motion was made by Commissioner Collins to appoint Clarence Lewis; by Commissioner Mann to appoint Stuart Wescott; and by Commissioner Borland to appoint Hannah Forslund to the Board of Adjustment and seconded by Mayor Pro-Tem Selby and was approved by the following vote: Ayes: Mayor Pro-Tem Selby, Commissioners Mann, Collins, Stetson, Borland, and Wickstrom. Nays: None. Absent: None. **Motion carried unanimously.**

Cemetery Board

- Member Lynda Midgett passed away and her unexpired term ends January 2024.
- Member Jamie Daniels's term expires January 2022.
- Christine Walker has expressed interest in filling Lynda Midgett's unexpired term.

MOTION: A motion was made by Commissioner Collins and seconded by Commissioner Borland to appoint Jamie Daniels and Christine Walker to the Cemetery Board and was approved by the following vote: Ayes: Mayor Pro-Tem Selby, Commissioners Mann, Collins, Stetson, Borland, and Wickstrom. Nays: None. Absent: None. **Motion carried unanimously.**

The Cemetery Board has a Commissioner Liaison. The Commissioner Liaison for the Cemetery Board was Commissioner Christine Walker.

MOTION: A motion was made by Commissioner Mann and seconded by Commissioner Wickstrom to appoint Commissioner Ruth Stetson as the Commissioner Liaison for the Cemetery Board and was approved by the following vote: Ayes: Mayor Pro-Tem Selby, Commissioners Mann, Collins, Stetson, Borland, and Wickstrom. Nays: None. Absent: None. **Motion carried unanimously.**

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Special Events

- Member Ruth Stetson was elected to the Board of Commissioners.
- Commissioner Jason Borland is the Commissioner Liaison for this Board.
- Hunt Thomas has expressed interest in being on the Special Events Committee.

MOTION: A motion was made by Commissioner Mann and seconded by Commissioner Borland to appoint Hunt Thomas to the Special Events Committee and was approved by the following vote: Ayes: Mayor Pro-Tem Selby, Commissioners Mann, Collins, Stetson, Borland, and Wickstrom. Nays: None. Absent: None. **Motion carried unanimously.**

Commissioner Borland passed the Special Events Committee Liaison position to Commissioner Ruth Stetson. Commissioner Stetson accepted. No one opposed.

MAYOR'S/COMMISSIONERS COMMENTS

Commissioner Collins: He suggested that a portion of the Wastewater System Capacity be reserved for properties located within the corporate limits of the Town of Manteo only.

Interim Town Manager Melissa Dickerson informed the Board that a Wastewater Capacity Study is currently underway and that she will inform the Board when that is completed.

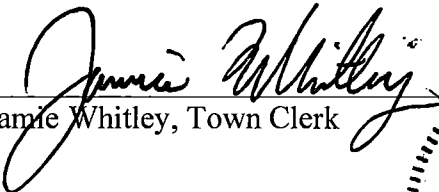
Commissioner Collins asked for the Planning and Zoning Board to review the Transportation Plan.

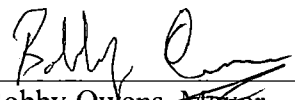
Commissioner Mann: He would like the ordinance to be amended to add that if a board or committee member has three unexcused absences in a calendar year then that person would also vacate their position. This is in addition to the current ordinance that states members that miss two consecutive meetings are immediately removed from their board or committee.

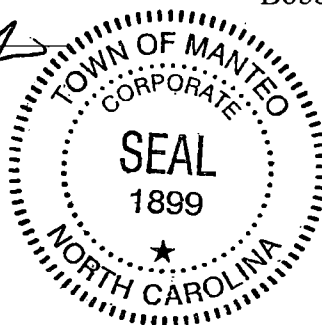
There being no further business to come before the Board or other persons to be heard a motion was made by Commissioner Mann and seconded by Commissioner Borland the meeting was recessed at 8:33 p.m. until January 19, 2022, at 5:00 p.m. The motion was approved by the following vote: Ayes: Mayor Pro-Tem Selby, Commissioners Mann, Collins, Stetson, Borland, and Wickstrom. Nays: None. Absent: None. **Motion carried unanimously.**

This the 5th day of January 2022.

ATTEST:


Jamie Whitley, Town Clerk


Bobby Owens, Mayor



JAN 05 2022

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Town of Manteo
Budget Amendment No. 4
Fiscal Year 2021-2022

BE IT ORDAINED by the Governing Board of the Town of Manteo, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year beginning July 1, 2021 and ending June 30, 2022

GENERAL FUND

The following revenues are increased in the General Fund:

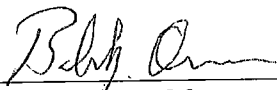
10-2929-001 Fund Balance Appropriated USUB Tax \$12,731

The following expenditures are increased in the General Fund:

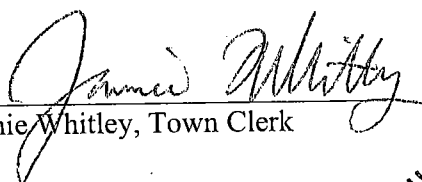
10-4310-3730 Special Investigation \$12,731

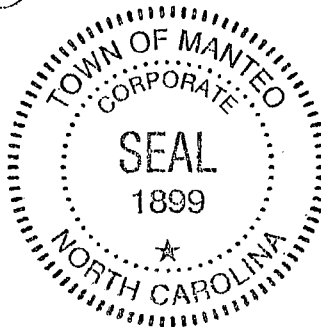
If approved, Budget Amendment #4 will increase Appropriated Fund Balance for USUB Tax by \$12,731 from funds collected in prior years and the current fiscal year to be available for expenditure in this fiscal year.

This the 5th day of January, 2022


Bobby Owens, Mayor

Attest:


Jamie Whitley, Town Clerk



JAN 05 2022

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Resolution 2022-01

**RESOLUTION DESIGNATING TOWN
OFFICIALS TO SIGN CHECKS AND
DISBURSE FUNDS**

WHEREAS, pursuant to Town Code Sec. 2-7 and N.C.G.S. § 159-25 all checks disbursing town funds from an official depository must be signed by the Finance Officer or a designated deputy finance officer and countersigned by another official designated by the Board of Commissioners; and

WHEREAS, the Town of Manteo previously established a policy to formally designate employees to sign checks and disburse funds on behalf of the Town of Manteo by Resolution 2004-03, adopted March 3, 2004; and,

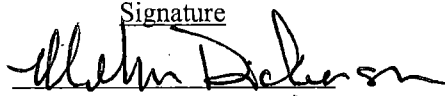
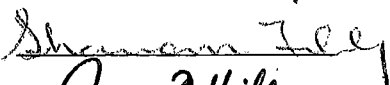
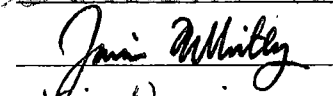
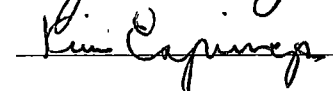
WHEREAS, the Town is in need of an official to be designated as a deputy finance officer in the absence of the Finance Officer; and

WHEREAS, it is now necessary, for a variety of reasons and just cause, to designate specific town officials for the purpose of signing checks and disbursement of town funds;

NOW, THEREFORE, BE IT RESOLVED by the Town of Manteo Board of Commissioners:

Section 1. Interim Town Manager, Melissa Dickerson, is hereby designated as a deputy finance officer.

Section 2. The following named persons, whose signatures are shown, are approved for the signing of checks and the disbursement of monies from all funds of the Town:

<u>Name</u>	<u>Signature</u>
Melissa Dickerson, Interim Town Manager/Deputy Finance Officer	
Shannon Twiddy, Finance Officer	
Jamie Whitley, Town Clerk	
Kim Espinoza, Accounting Technician II	

Section 3. All checks for disbursement of town funds shall bear the signature of either the Finance Officer or Deputy Finance Officer plus one additional signature from the list above.


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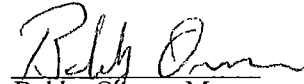
Section 4. This Resolution shall become effective upon its adoption and approval.

Adopted this the 5th day of January 2022.

ATTEST:


Jamie Whitley, Town Clerk




Bobby Owens, Mayor

JAN 05 2022

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~~Blank~~